

Job Title	Bilingual Lead Case Manager
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>The St. Michael's Home for Children department of Catholic Charities is seeking a full time <u>Bilingual Lead Case Manager</u>.</p> <p>JOB SUMMARY Ensures that weekly case management services are provided to the minors residing at the St. Michael's Home for Children program and that efforts are concentrated to family reunification services. To ensure that the children are being assessed and placed appropriately in care and after care services includes communication with family members and identified sponsors along with appropriate entities for the release of children. Case managers participate as a critical part of the service delivery team, especially in assuring that the children's needs are being met and individualized for each minor. Provides individual and group supervision to the case management staff of SMHC. Also, provides administrative oversight for the responsibilities assigned to the SMHC case management team, including ensuring productivity and quality assurance targets/goals</p> <p>PRINCIPAL DUTIES</p> <p>Ensures that weekly case management services are provided to the minors residing at the St. Michael's Home for Children program and that efforts are concentrated to family reunification services. To ensure that children are being assessed and placed in appropriately in care and after care services including communication with family and identified sponsors along with the appropriate entities for the release of children. All case management services to children and families are in compliance with professional licensing standards, agency standards, COA standards, ORR requirements, and HIPPA. Direct client service delivery includes but is not limited to the following case management duties: conducting assessments in person or on the phone, developing and implementing treatment plans, assessing risk and safety needs for possible sponsors with regard to home studies or follow up services, and providing appropriate referrals as needed. Participates in on-call rotation for the facility, and routinely attends training opportunities as required by the program and professional license.</p> <p>Provides individual and group supervision to the case management staff of SMHC. Ensures the Case management staff participates in and executes abuse risk management responsibilities, as recommended by Presidium, state and professional licensing boards, and ORR/DUCS. Also, provides administrative oversight for the Case Management responsibilities assigned to the SMHC case management team including ensuring productivity and quality assurance targets/goals including but not limited to documentation review and audits of records. Manages, develops, and updates documentation, tools, and systems used to gather and report on</p>

services rendered. Offers guidance and recommendations during weekly staffing of cases with treatment team members as chair of coordinating meeting and services discussed through participation and attendance. Contributes to the development of on-going discharge planning for clients as their case develops for release from St. Michael's Home for Children Program.

Manages and facilitates an individual caseload of 5-8 client cases for which documentation and compliance will be in order. Completes documentation of client progress within required timeframes; maintains client records in accordance with regulatory/agency standards. Completes data entry tasks associated with tracking measurable outcomes and management of staff performance. Ensures the SMHC case management team meets all documentation requirements as well.

Qualifications

MINIMUM EDUCATION REQUIREMENTS

Master's degree in the social service/human service/behavioral sciences field; or, relevant Bachelor's degree with 3 years' experience with supervisory and case management experience.

MINIMUM SKILLS AND EXPERIENCE REQUIREMENTS

1. Competence providing individual, family, and group case management services.
2. Experience providing presentations and trainings.
3. Ability and willingness to understand, incorporate, and practice new theoretical perspectives and treatment strategies
4. Experience providing child welfare services to CPS, vulnerable, or at risk youth populations.
5. Demonstrates effective skills in dealing with a variety of people, peers, and supervisors.
6. Strong verbal and written communication skills.
7. Public speaking ability.
8. Ability to work well within a team approach.
9. Bilingual (English/Spanish).
10. Clear understanding of cultural sensitivity and implications for practice.
11. Works with a positive attitude (solution –focused) and exhibits professional behavior at all times
12. Experience in a supervisory or leadership role
13. Experience with managing service related information for tracking and reporting purposes, (e.g. measurable outcomes data

OTHER:

Must have reliable transportation, valid Texas Drivers License, and evidence of insurability.

Must be able to coordinate a variety of activities.

Must be able to work on a flexible schedule.

Must be able to maintain a good working relationship with staff.

Must be able to remain alert and awake during all work hours ensuring client safety at all times.



Salary/Hours	Depending on the experience
Employer/Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Address	2900 Louisiana St
City, State, Zip	Houston, TX 77006
Contact Person	Lidija Zapata
Contact Title	HR Coordinator
Telephone Number	713-874-6597
Fax Number	713-874-6787
Email Address	lzapata@catholiccharities.org
Application Method	http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=724
Opening Date	As soon as possible

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